



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

INCOME MAINTENANCE CASEWORKER III - SOCIAL SERVICES

This Position is Full Time with Benefits

Vacancy Number
16-1082

Hiring Range
\$32,546 – \$36,776

Opening Date
July 15, 2016

Closing Date
Open Until Filled

**Submit your completed
County of Moore
Application To:**

Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than
a County of Moore
application will not be
forwarded to the hiring
authority.**

**Applications received after
the closeout date/time
indicated will not be
eligible for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

Performs difficult technical work determining eligibility of applicants to receive assistance through social services income maintenance programs such as Food and Nutrition Services, Adult Medicaid, Family and Children's Medicaid, and Work First Family Assistance (WFFA). Trains and advises caseworkers regarding policy and ensures compliance with laws, rules, regulations, and policies; maintains records and files; prepares reports; handles intake, processing and second party reviews of applications and reviews; Performs related duties as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Comprehensive knowledge of the principles and practices of public social service organizations;
- Comprehensive knowledge of the rules and regulations governing income maintenance programs;
- Ability to learn the forms and program procedures;
- Ability to solve problems within scope of responsibility;
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions;
- Ability to communicate complex ideas effectively, orally and in writing;
- Ability to prepare clear and concise reports;
- Ability to establish and maintain effective working relationships with clients, associates, social agencies, and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or equivalent **and** two (2) years of experience as an Income Maintenance Caseworker.
- Applications for IMC I "work against" will be considered if no qualified IMC III applicants are available. Starting salary for IMC I "work against" is \$25,903.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Ability to obtain Human Services Phase I and II continuing education certification from Sandhills Community College required.
- Possession of Human Services Phase I and II **preferred**.
- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

***The County of Moore is a drug-free workplace and
Equal Opportunity employer.***

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

***All applicants tentatively selected for this position will be required to submit to a
background check, pre-employment drug test, and post offer physical.***

Moore County is an E-Verify Participant